FINANCIAL DEPARTMENT.

Circular No. 2088—*T. A. D. I.* 807-8, *dated* 22*nd December* 1906.

To—All Disbursing Officers.

It has been observed during the course of audit of establishment pay bills that in the generality of cases of transfers, the salary due for the month in which the transfer has taken place is drawn on more than one bill. In very many instances as many as three bills for the same month on behalf of the same official are cashed at the Treasury, *viz.*, one for the salary due from the 1st of the month to the date on which the official makes over charge, in the establishment from which he is transferred, another for the period of joining time and the third from the date on which he joins his appointment in the establishment to which he is transferred, to the end of the month. The procedure being opposed to the rules contained in Articles 26 and 29 of the Civil Account Code, the Comptroller has the honour to request that, in future, the entire salary for the month in which transfer has been made, may be drawn on a single bill of the establishment to which the officer is transferred, after the close of the month, attaching thereto the requisite last pay certificate.

Circular No. 2087—*T. A. D. Gr. I.* 791, *dated* 17—20*th December* 1906.

To All Disbursing Officers.

It is observed that in column No. 7 of the form of the periodical increment certificate (Financial No. 190) the words "Date of increment or of appointment to post" have been printed instead of "Date of *last* increment or of appointment to post." The attention of Heads of Offices and Departments is therefore invited to Article 62 of the Civil Account Code, Volume I, and they are requested to insert the word "last" in its proper place before the form is used.

Form No. 8 (See Chapter 5, Article 62, Volume I, C. A. C).

PERIODICAL INCREMENT CERTIFICATE.

Certified that the officers named below are allowed the sanctioned periodical increments from the dates cited in column 8 for approved service :—

(1) Having been the incumbent of the appointment specified for not less than years from the date in column 7 after deducting periods of suspension for misconduct and of absence on leave without pay.

(2) Being entitled to the increments as shown in the explanatory memo attached.

Name of incumbent	Whether substantive or acting	Appointment		Rate of increment		Date of last increment (or of appointment to post)	Rate of present increment	Pay after present increment	Suspended for misconduct		Leave without allowances	
		Maximum	Minimum	Annual	Biennial				From	To	From	To
1	2	3	4	5	6	7	8	9	10	11	12	13

N. B.—The figure (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo should be submitted in any case in which an increment is given otherwise than for continuous service of the prescribed period.

Station.....

Date .....

Head of Office.

N. G. BASU,

Comptroller.